

PRIMARY CARE MANAGER TRAINING -

NON-MEDICAL ATTENDANTS

Prepared by COL Jean Jones
18 March 2013
Version #1



AGENDA - NMA TRAINING FOR PCMs

- Non-Medical Attendant Definition
- Soldier Eligibility Requirements
- PCM Requirements
- Termination of NMA Orders and
- NMA Duties and Responsibilities



WHAT ARE NON-MEDICAL ATTENDANTS

Non-Medical Attendants

- An individual selected by the Soldier
- *Determined appropriate by the physician and the military treatment facility commander to be appropriate to serve as a NMA*
- Whose presence may contribute to the health and welfare of the Soldier



WHO IS ELIGIBLE FOR A NMA?

- Eligible Population
 - A Soldier who as a result of a wound, illness, or injury has been determined by the attending physician or surgeon to be in the category known as “very seriously wounded, ill or injured (VSI)” or “seriously wounded, ill, or injured (SI)”
 - **AND** is hospitalized for treatment of the wound, illness, or injury or requires continuing outpatient treatment for the wounds, illness, or injury.

ELIGIBILITY CRITERIA

- **Very Seriously Injured (VSI):** classified by medical authorities to be of such severity that life is imminently endangered.
- **Seriously Ill or Injured (SI):** classified by medical authorities to be of such severity that there is cause for immediate concern, but there is no imminent danger to life.
- **Incapacitating Illness or Injury (III):** requires hospitalization, but medical authority does not classify as very seriously ill or injured or seriously ill or injured; the illness or injury makes the person physically or mentally unable to communicate with the next of kin.
- **Not Seriously Injured (NSI):** may or may not require hospitalization but not classified by a medical authority as very seriously injured (VSI), seriously injured (SI), or incapacitating illness or injury (III); the person is able communicate with the Next of Kin (NOK).



VERY SERIOUSLY ILL/SERIOUSLY ILL/SPECIAL CATEGORY PATIENT REPORT <small>For use of this form, see AR 40-400; the proponent agency is OTSG.</small>						
TO: <input type="checkbox"/> PATIENT ADMINISTRATOR <input type="checkbox"/> ADMINISTRATIVE OFFICER OF THE DAY			PERSON TO BE NOTIFIED			
1. DATE		2. HOUR		5. RELATIONSHIP		
3. RELIGION OF PATIENT		4. WARD		6. NAME AND ADDRESS		
ACTION TAKEN BY MEDICAL OFFICER						
7. BRIEF DIAGNOSIS <i>(Use lay terminology)</i>						
8. STATUS OF PATIENT						
PLACED ON ROSTER a. <input type="checkbox"/> VERY SERIOUSLY ILL PROGNOSIS: RECOVERY IS - <input type="checkbox"/> NOT EXPECTED <input type="checkbox"/> QUESTIONABLE						
b. <input type="checkbox"/> SERIOUSLY ILL <input type="checkbox"/> QUESTIONABLE <input type="checkbox"/> EXPECTED						
c. <input type="checkbox"/> NON SERIOUSLY ILL EXPECTED LENGTH OF HOSPITALIZATION _____ DAYS						
d. <input type="checkbox"/> SPECIAL CATEGORY <i>(Specify)</i> _____						
CHANGE OF STATUS						
e. <input type="checkbox"/> SI TO VSI g. <input type="checkbox"/> RECOVERED i. <input type="checkbox"/> DIED f. <input type="checkbox"/> VSI TO SI h. <input type="checkbox"/> TRANSFERRED j. <input type="checkbox"/> ADDITIONAL SPECIAL CATEGORY <i>(Specify in remarks)</i>						
9. REMARKS						
10. TYPED OR PRINTED NAME OF MEDICAL OFFICER				11. SIGNATURE		
ACTION TAKEN BY PATIENT ADMINISTRATOR OR ADMINISTRATIVE OFFICER OF THE DAY						
ACTION		DATE	HOUR	METHOD OF NOTIFICATION <i>(Initial one)</i>		
				TELEPHONE	TELEGRAM	LETTER
12. REPORT RECEIVED						
13. PERSON <i>(Same as Item 6)</i>						
14. INFORMATION OFFICE						
15. RED CROSS						
16. CHAPLAIN						
17. UNIT COMMANDER						
18. OTHER <i>(Specify)</i>						
9. REMARKS						
PATIENT'S IDENTIFICATION <i>(For typed or written entries give: Name - last, first, middle; grade; family member prefix)</i>				20. TYPED OR PRINTED NAME OF PATIENT ADMINISTRATOR OR ADMINISTRATIVE OFFICER OF THE DAY		
				21. SIGNATURE		

DA FORM 2984, APR 2009

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INITIATING THE NMA PROCESS

PCM identifies Soldier as candidate for NMA; completes DA 2984, sends to PAD

PCM Counsels Soldier on his/her eligibility for a NMA – documents in ALHTA

PCM approves NMA selection; completes WTU NMA Worksheet – sends to command

1
Business
Day

PCM counsels Soldier and NMA on projected length of NMA orders

Document
in ALHTA

30 Days prior to the end of NMA orders, PCM will re-evaluate the Soldier's continued need for an NMA

PCM RESPONSIBILITIES

Determine the length of time a NMA is required

- **Up to 180 days** – Initial NMA orders for all Very Seriously Ill or Injured (VSI) may be up to 180 days based upon their medical needs.
- **Up to 90 days** - Initial NMA orders for seriously Ill or Injured (SI) Soldiers may be between for up to 90 days based upon their medical needs.
- **Time specific for convalescent leave** – Soldiers that require assistance during their convalescent leave periods may have a NMA for the part or all of their convalescent leave.
- Psychological / Emotional support should be considered when making a determination of the need for a NMA and the length of time a Soldier may need a NMA.
 - As a reminder, Soldiers are not always forthcoming about their psychological health. Ask the NMA for insight.



PCM RESPONSIBILITIES

Documentation of the NMA need

- **AHLTA**
 - Prescribe as a medical order the need for a NMA and include the length of time.
 - Soldier's Patient Category must be documented as well (SI/VS)
 - The need for a NMA must be documented in ALHTA in your clinical notes to include the rationale for the need and document your counseling of the Soldier and the NMA.
- **PCM Worksheet**
 - To communicate the need for the Soldier to have a NMA, use the PCM worksheet and forward to the command.
 - If a NMA is required, the worksheet must be forwarded to the command within 1 business day of the decision.



MCWT-CSD

Date: _____

MEMORANDUM For Commander, WTU/CBWTU (write in unit specific information)

THRU Commander, XX Company, WTU

SUBJECT: Request for Non-Medical Attendant (NMA) Orders

1. Request for the assignment of a Non-Medical Attendant (NMA) for the following Soldier _____

(Last Name, First Name, last 4 SSNs)

2. The Soldier medical condition is considered (check box):

- ☐ Very Serious
- ☐ Serious
- ☐ Guarded due to the needs for cognitive guidance/direction
- ☐ Guarded due to behavioral health stability

3. The Soldier will need assistance with the following (circle any that apply):

- ☐ Eating
- ☐ Bathing/Hygiene
- ☐ Dressing/Grooming
- ☐ Toileting
- ☐ Walking/Transferring
- ☐ Continence
- ☐ Cognitive Guidance/Direction
- ☐ Emotional Stability

4. Based upon the medical determination the Soldier will need a NMA for approximately (circle one):

- ☐ 180 days
- ☐ 90 days
- ☒ 30 days
- ☐ Renewal Orders for (circle one): 30 days 90 days
- ☐ Renewal Orders for specified time of: _____
- ☐ No longer has the medical need for a NMA.

5. The POC is the Soldier's PCM and can be reached at: _____
(list phone number)



PCM RESPONSIBILITIES

Re-evaluate the need for a NMA

- **30 days prior to the end of NMA orders** – re-evaluate the Soldier's continuing need for a NMA.
- If the NMA is still needed, order length should be based upon the needs of the Soldier.
 - You must document findings in ALHTA and use the PCM worksheet as with the initial set of NMA orders.
- If the NMA is no longer needed to assist the Soldier, the PCM must counsel the Soldier and the NMA on why this decision has been reached.
 - Counseling must be documented in ALHTA.
 - A medical order must be written to discontinue the NMA.
 - A PCM worksheet must be submitted to the command documenting that the Soldier no longer needs a NMA.
 - If the Soldier is no longer SI/VSI, submit an updated DA Form 2984 to remove from SI/VSI list.



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APPEALS

A Soldier may appeal the denial of a NMA or a decision to terminate NMA orders.

- Appeals are directed to RMC Commanders.
- The RMC Commander will use MD notes to understand the decision. Documentation should clearly articulate why the NMA is not/no longer needed.



QUESTIONS

